

Department of the Navy
Naval Support Activity Bahrain
Vacancy Announcement
Announcement Number NSA-11-017
NEW APPLICATION PROCESS
READ ENTIRE DOCUMENT CAREFULLY

OPENING DATE: 14 February 2011

CLOSING DATE: 27 February 2011

ABOUT THE JOB

POSITION TITLE: Supervisory Laborer

PAY PLAN-SERIES-GRADE: BG-3502-07

STATUS: Full-Time, Permanent

MONTHLY SALARY RANGE: BD450.000 – BD615.000

LOCATION: Navy Gateway Inns & Suites, NSA Bahrain

WHO MAY APPLY: BAHRAINI CITIZENS (1st priority consideration), NON-U.S. CITIZEN Spouses (2nd priority consideration), GCC NATIONALS, LOCAL FOREIGN NATIONALS, and CURRENT BG EMPLOYEES.

This position is located in Navy Gateway Inns & Suites (NGIS), Supply Department. The incumbent analyze problem areas and/or deficiencies in housing operations and maintenance and develops recommendations and justification for such necessary resources as funds, personnel and material. The incumbent is responsible for communicating detailed plans and forecast goals before small and medium size audiences of mixed groups (U.S. Military, Bahraini's and Third Country Nationals); and coordinating, supervising and inspecting completed self-help maintenance and repairs in a variety of crafts and grades, e.g., plumbing, painting, and minor electrical repairs. The incumbent is responsible for the development and maintenance of a comprehensive preventive maintenance program to include complete log books for upper management planning purposes. The incumbent develops directives, instructions and procedures for the accomplishment of maintenance actions and inspections, and provide guidance to lower graded maintenance employees. Independently investigates, inspects and verifies necessary minor self-help assigned plumbing repairs and painting assignments are completed to specifications. Monitors and inspects all other maintenance completed, which may include but is not limited to replacing defective light switches, burned out light bulbs and repairing broken or inoperative door locks. The incumbent develops internal operating procedures relating to transient quarters maintenance/repairs and prepares and submits work actions requests for accomplishment. The incumbent inspects equipment and working conditions of the facilities for hazards to avoid, organizes and supervises all trouble calls tracking logs, ensures that equipment and facilities are aesthetically pleasing and functional; provides and ensure weekly safety training for all subordinates; communicates with Safety Director, Fire Marshall and Public Works representative to ensure maintenance provides improvement plans semi-annually for the facilities & equipment necessary for the NGIS operations.

QUALIFICATIONS/ EVALUATION METHOD

To qualify for this position, your resume/CV must show sufficient experience and/or education to meet the qualification standards for the job and all required paperwork must be provided by the closing date of this announcement. If you do not meet the qualification standards, your resume/CV will not be referred for consideration for this position. Eligible applicants will be evaluated based on a comparison of the position requirements against the quality and extent of the experience or related education as reflected on their resume/CV. Applicants are required to ensure their work experiences clearly show knowledge of the subject matter pertinent to the position; the technical skills to successfully perform the duties of the position; and ability to communicate both orally and in writing. **In order for work experience to be evaluated, you must identify the name and phone number of each employer, the title of each job performed, as well as the start and ending dates of employment. If this information is not provided your resume/CV will not be evaluated for the position nor will it be referred for consideration. Your resume/CV must show relevant experience and/or education that have equipped you with the skills and abilities to perform the duties of the position. All applicants must be able to communicate in English verbally and through writing effectively.**

CONDITIONS OF EMPLOYMENT

1. Applicant must be able to speak, read, write and understand English fluently;
2. Applicant will be tested for English proficiency;
3. Applicant must be 18 years of age at the time of application;
4. Applicants other than Bahraini/GCC Nationals must be registered in LMRA. Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption; and
5. A Current Good Conduct Certificate will be requested at the time of Job Offer.

REQUIRED DOCUMENTS

1. Resume or CV;
 2. Current Navy Employees Copy of SF-50 (Notification of Personnel Action)
 3. Copy of CPR (front and back);
 4. Copy of Passport and Residence Permit.
 5. Copy of Spouse's PCS order/Dependent entry approval for Non-U.S. Citizen Spouses; and
 6. Family Affiliation.
- ❖ **Do NOT submit copies of training certificates, letters of appreciation, experience certificates or any documents not listed above.**
 - ❖ Announcement Number must be at the top of the first page of your resume/CV.
 - ❖ Item 6 – On a separate page, if you have any relatives currently employed by the U.S. Navy in Bahrain you must provide the following information: Full name of relative (as reflected on CPR Card), CPR Number, Relationship (e.g., spouse, brother, cousin, uncle, etc.), Job Title, and Department. Failure to disclose all family affiliation may result in termination of employment.
 - ❖ All documents must be legible.
 - ❖ To be considered all the required documents above **Must** be provided or your resume/CV will not receive consideration (Bahraini applicants will be contacted once and informed of missing/required documents and be given the additional opportunity to meet this requirement. This exception will only apply to Bahraini applicants; all other applicants must provide all required documents at time of application
 - ❖ **Failure to follow the above instructions WILL result in non-consideration.**

NOTICES
Submitting Resume/CV and Required Documents

External applicants (non-BG employees) applying for jobs must send their resume/CV (application package) along with all required documents by **registered mail** through the **Kingdom of Bahrain's Postal Service** to:

Naval Support Activity Bahrain
Human Resources Office
P.O. Box 116
Manama, Bahrain

This will become applicant's official receipt and validate when the application was received by Naval Support Activity, HRO Bahrain. **Application packages submitted/received from external applicants by other than Kingdom of Bahrain's Postal Service Registered Mail will not receive consideration.**

Application packages not received by the closing date and/or not postmarked by closing date will not receive further consideration. (Please note that applications that are received after the closing date but postmarked by the closing date will receive consideration as long as the referral certificate has not been issued.)

Internal applicants (current BG employees) may submit their application packages directly to HRO Bahrain. However, these packages must be complete at the time of submission. Failure to submit all required documents will result in the application not receiving further consideration.

Required Documents

Resume or CV	❖ All applicants
College Transcripts	❖ All applicants, if required by the announcement ; or ❖ If you expect to receive credit or if education is to be used in lieu of specialized work experience
Copy of SF-50	❖ Internal applicants only (current BG employees)
Copy of CPR (Front and Back)	❖ External applicants only
Copy of Passport & Residence Permit	❖ External applicants only
Current Good Conduct Certificate	❖ External applicants only upon Job Offer ❖ In English from (Ministry of Interior, General Directorate of CID Tel: 17-718888)
Family Affiliations	❖ All applicants ❖ Must include: <ul style="list-style-type: none">○ Full name of name of relative (as reflected on CPR Card);○ CPR Number;○ Relationship (e.g., spouse, brother, cousin, uncle, etc.);○ Job Title; and,○ Department Note: Failure to disclose all family affiliation may result in termination of employment.
Other documents	❖ As identified on the vacancy announcement

NOTIFICATION

No notifications are given regarding receipt or status of your application. You will only be notified if you are selected for the position.

SPONSORSHIP

Initial employment will provide for sponsorship of selectee only. Sponsorship of family members will be considered only after six months of satisfactory employment presuming employee meets the criteria set by Commander, Naval Support Activity, Bahrain.

MISCELLANEOUS

Management may fill vacancies by methods other than merit staffing procedures. Department of Navy is an Equal Opportunity Employer.

JOB INFORMATION HOTLINE

On-Base 439-1111
Off-Base 17-85-1111

<https://www.cnmc.navy.mil/Bahrain/Departments/HRO/index.htm>
